



Ref. No.:IIMTU/RO/IQAC-18/Meeting/24

Date: 12/12/2023

Meeting Notice: 18th Meeting of Internal Quality Assurance Cell (IQAC)

Dated:18thDecember, 2023

The Internal Quality Assurance Cell (IQAC) has scheduled 18th meeting of IQAC on **18 December 2023 at 10:00 AM** onwards in **Block-A Conference Hall, IIMTU, Meerut.**

The following agendas would be discussed during the meeting:

Agenda No. 1: To approve the minutes of previous IQAC Meeting dated **31/05/2023.**

Agenda No. 2: To approve the ATR of previous IQAC Meeting dated **31/05/2023.**

Agenda No. 3: To appraise the preparedness of SSR submission for 1st Cycle NAAC assessment.

Agenda No. 4: Curriculum Aspects

- a: To discuss about the introduction of credit linked short term skill courses as per UGC guidelines dated 07 December, 2023.
- b: To discuss about the discontinuation of the programmes with zero admissions and reduction in sanctioned intake of the programmes with have less admissions.
- c: To collect and analyse the feedback of stakeholders on curriculum for A.Y. 2023-2024.

Agenda No. 5: Teaching Learning and Evaluation

- a: To enhance the enrollment percentage of the students in all programmes.
- b: To increase the percentage of Faculty with Ph.D. and high experience across all disciplines.
- c: To discuss about the strategies for enhancing the retention rate of faculty upto 90%.
- d: To strengthen the mechanism for assessing the learning levels of the students (SP & AL).
- e. To introduce the monthly feedback process in mentoring process.



- f. To appraise the status of ICT used by faculty members to enhance the learning experiences of the students.

Agenda No. 6: Research, Innovation and Extension.

- a: To appraise the status of seedmoney projects taken by faculty members.
- b: To increase the research publication/Books/Chapters/IPRs/Consultancy Projects recognizing faculty members for their research achievements.
- c: To initiate the efforts towards taking up the extramural financial grants.
- d: To encourage the faculty members for developing more quality E-content and videos for Institutional LMS and other online platforms.
- e. To review the status of functional linkages with the industry and institutions and also activate the already existing MoUs.
- f: To enhance the no. of extension and outreach activities focusing the issues and challenges faced by surrounding community.

Agenda No. 7: Infrastructure and Learning Resources

- a: To monitor the infrastructure facilities at regular intervals by the concerned committee.
- b: To appraise the library footfalls and use of subscribed databases.

Agenda No. 8: Student Support and Progression

- a. To appraise the status and quality of activities organized for students to enhance their skill for getting career opportunities as well as appear in competitive examinations.
- b. To organize the sports and cultural events at District and National level sponsored by Govt. or Non-government organization.
- c. To outline the strategies for improvement in placement and progression of outgoing students.
- d. To increase the activities of student clubs.
- e. To strengthen the engagement of student council
- f. To discuss about the contribution and engagement of the Alumni in University.

Agenda No. 9: Governance, Leadership and Management



- a. To plan the calendar for the meeting of statutory bodies as well as various university committees.
- b. To finalize the formats for the activities database.
- c. To organize the activities on quality issues by the IQAC in association with Schools/Colleges and outside agencies

Agenda No. 10: Institutional Values and Best Practices

- a. To organize the regular activities focusing contemporary issues involving students, faculty and staff members.
- b. To identify and institutionalized the best practices for each school/college and administrative sections.

Agenda No. 11: Any other point for discussion with the permission of Chair.

All the members are requested to attend the meeting as per the above given schedule.

With Regards

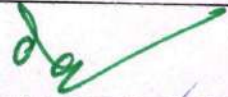


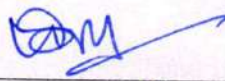

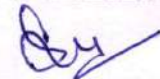


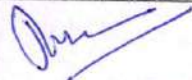


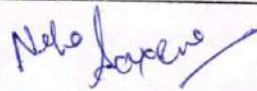

Director, IQAC


Copy To:

1. Hon'ble Vice Chancellor
2. All the Members of IQAC
3. Dean Research
4. Training Officers
5. Placement Officers
6. Dean Student Welfare
7. Criteria Coordinators, IQAC



Attendance Sheet
18th IQAC Meeting dated 18/12/2023
Time: 10:30 AM, Venue: R& D Conference Hall, IIMT University

Sr. No.	Name of the Member	Signature
1	Prof. (Dr.) Deepa Sharma, Vice Chancellor & Chairperson IQAC	
2	Dr. V. P. Rakesh, Registrar- Senior Administrative Officer	
3	Dr. Deepak Sidhu, Controller of Examination - Senior Administrative Officer	
4	Shri Neeraj Mittal, Finance Officer - Senior Administrative Officer	
5	Dr. Varender Singh Patial, Dean, Physical Education	
6	Dr. Sarita Goswami, Dean, Education	
7	Dr. Neeraj Sharma, Professor, Computer Science	
8	Dr. Aniruddha Ram, Professor, Law	
9	Dr. Masood Aslam, Professor, Hotel Management	
10	Dr. Mukta Sharma, Professor, Microbiology	
11	Dr. Priyanka Rana, Associate Professor, SCM	
12	Ms. Neha Saxena, Assistant Professor, SOBST	



13	Mr. Kuldeep Singh, Assistant Professor, SET	
14	Ms. Pianshu Agarwal, Management Representative	← A →
15	Dr. Ashish Agarwal, Member from Society	← A →
16	Dr. Sandeep Mittal, Member from Society	← A →
17	Dr. Vaibhav Mishra, Member from Society	
18	Dr. Sanjay Tyagi, Member from Society	
19	Shri Rahul Jain, Member from Society	← A →
20	Ms. Sakshi Visht, Alumni Representative	
21	Ms. Sakshi, Student Representative	
22	Dr. Neetu Panwar, Director, IQAC	

23. SANDEEP SHARMA

Director IQAC

Ref. No.:IIMTU/RO/IQAC-18/Meeting/24 (a)

Date: 29/12/2023

Minutes of 18th IQAC Meeting Dated 18/12/2023

The 18th meeting of IQAC was held dated 18/12/2023 at 10:30 AM in R&D conference hall, B-Block, IIMT University, Meerut.

The following members were present during the meeting:

1	Prof. (Dr.) Deepa Sharma, Vice Chancellor- Chairperson IQAC
2	Dr. V. P. Rakesh, Registrar- Senior Administrative Officer
3	Dr. Deepak Sidhu, Controller of Examination - Senior Administrative Officer
4	Shri Neeraj Mittal, Finance Officer - Senior Administrative Officer
5	Dr. Varender Singh Patial, Dean, Physical Education-Member
6	Dr. Sarita Goswami, Dean, Education-Member
7	Dr. Neeraj Sharma, Professor, Computer Science-Member
8	Dr. Aniruddha Ram, Professor, Law-Member
9	Dr. Masood Aslam, Professor, Hotel Management-Member
10	Dr. Mukta Sharma, Professor, Microbiology-Member
11	Dr. Priyanka Rana, Associate Professor, SCM-Member
12	Ms. Neha Saxena, Assistant Professor, SOBST-Member
13	Mr. Kuldeep Singh, Assistant Professor, SET -Member
14	Dr. Vaibhav Mishra, Member from Society
15	Dr. Sanjay Tyagi, Member from Society
16	Ms. Sakshi, Student Representative
17	Dr. Neetu Panwar, Director, IQAC

The criterion coordinators were invited as special invitee during the meeting to present the preparedness for the submission of SSR of NAAC 1st Cycle. The following criterion coordinators were present during the meeting:

1. Dr. Salman Khan, Associate Professor, SOLS-Criterion I
2. Ms. Archnan Jain, Assistant Professor, SET-Criterion II
3. Mr. Akshay Raj, Manager, Business Incubation Center, IIMTU-Criterion IV
4. Dr. Mukta Sharma, Professor, SOLS-Criterion VI
5. Dr. Vineet Kaushik, Professor, SOCM-Criterion VI
6. Dr. Vatsala Tomar, Associate Professor, SOLS-Criterion VII

Members Absent:

1. Ms. Pianshu Agarwal, Management Representative
2. Dr. Ashish Agarwal, Member from Society
3. Dr. Sandeep Mittal, Member from Society
4. Shri Rahul Jain, Member from Society
5. Ms. Sakshi Visht, Alumni Representative

The Hon'ble Vice Chancellor (Prof.) Dr. Deepa Sharma welcomed all the members for the 18th IQAC meeting. Dr. Neetu Panwar, Associate Professor & Director, IQAC explained the following agenda for the discussion and resolution:

Agenda No 18.1: To approve the minutes of previous IQAC Meeting dated 31/05/2023.

Discussion & Resolution: The minutes of the meeting were circulated via email through IQAC office. The members confirmed the minutes of the 17th meeting of the IQAC held on 31 May 2023.

Agenda No 18.2: To approve the ATR of previous IQAC Meeting dated 31/05/2023.

Discussion & Resolution: The actions taken on the agendas of 17th meeting of IQAC dated 31/05/2023 were noted and confirmed. The details are as follows:

Agenda No.	Agenda	Discussion & Resolution	Action Taken
1	To confirm the minutes of 16 th meeting dated 27/12/2022	Approved unanimously	No action needed

2	To consider and approved the ATR of 16 th meeting dated 27/12/2022	Approved unanimously	No action needed
3	To review the preparation of forthcoming NAAC SSR submission of the University.	The preparation of NAAC SSR was reviewed.	All the documents have been documented for the 1 st Cycle NAAC SSR submission. Assessment in process.
4	To approve the proposal of IIMT Career Academy	The proposal was considered and accepted	IIMT Career Academy has been established.
5	To assess the implementation status of NEP 2020 after one year of its implementation	Assessed the implementation of NEP 2020	All the UG programmes offered by the University have adopted NEP 2020.
6	To make industry credential certification compulsory for B.Tech CS, M.Tech CS, BAC. MCA, BBA, MBA students keeping in view the employability readiness for industry 4.0	The proposal to offer the certification courses was considered and accepted.	University has taken the subscription of Google for Education, IBM Skills Build, Google Cloud Platform and students are encouraged to select the certificate courses so to enhance their employability.
7	To update members about NIRF ranking 2023	University has applied for NIRF ranking	University received the rank between 50-100 band in the innovation category in NIRF INDIA RANKING 2023.
8	To update members about to school of	School of Agriculture Sciences submitted the	in process

	agricultural science for applying to ICAR	proposal to ICAR.	
9	Any other item with the permission of Chair		
9.1	To consider the establishment of Center of Excellence in each college/school	All the deans and principal were directed to submit the proposal for the establishment of Center of Excellence in their college/school	In process
9.2	To consider and approve the Mentoring for Industries under School of Hotel Management, Catering & Tourism	The proposal was considered and accepted	School of Hotel Management Cratering & Tourism is providing mentoring to the hotel industries as per their requirement.
9.3	To identify the best and distinctive practices	The emphasis was given to identify the best practice and distinctive practice of the university	<p>The identified best practices of the University are:</p> <ol style="list-style-type: none"> 1. Skill Enhancement & Inculcation of Entrepreneurship abilities within the Campus 2. Paving the Path for a sustainable Tomorrow: Promoting Social and Economic Development within the carrying capacity of Ecosystem. <p>The identified distinctive practice of the university is:</p> <ul style="list-style-type: none"> • Initiation, Establishment &

			Strengthening of Innovation Ecosystem within the campus
9.4	To consider and approved the establishment of Fabrication Lab	The proposal to establish the fabrication lab was considered and accepted.	The Fabrication lab has been successfully established.

Agenda No. 18.3: To appraise the preparedness of SSR submission for 1st Cycle NAAC assessment.

Discussion & Resolution: All the NAAC coordinators have informed the members that the data and related documents for most of the Quantitative as well as Qualitative metrics have been collected, compiled and properly scanned for the 1st cycle NAAC SSR submission.

It was suggested that the concerned criteria coordinators must review the prepared data and also complete the remaining documentation so to submit the Director IQAC for the further evaluation before uploading in SSR.

Action to be taken By: All Criteria Coordinators

Agenda No. 18.4: Curriculum Aspects

Agenda No. 18.4.a: To discuss about the introduction of credit linked short term skill courses as per UGC guidelines dated 07 December, 2023.

Discussion & Resolution: IQAC has presented the UGC draft on *Introduction of credit linked short term skill courses* dated 07 December, 2023. The members were informed that many credit linked skill courses have been integrated in the curriculum under the NEP 2020 such as AI, Entrepreneurship development, Mushroom Cultivation, Pisciculture and courses through Google for Education, IBM Skills Build and Google Cloud Platform.

The members were updated that University has applied to establish the NSDC training Centre which will offer the skill courses to the international standards through the significant industry involvement and developing necessary frames for standards, curriculum and quality assurance.

Action to be taken by: Mr. Vaibhav Sharma

Agenda No. 18.4.b: To discuss about the discontinuation of the programmes with zero admissions and reduction in sanctioned intake of the programmes with have less admissions.

Discussion & Resolution: The house was informed that there are many programmes which have no admissions since last three years or have very less admissions that is directly reducing the enrollment percentage against seat intake.

It was recommended that the IQAC will prepare and submit the list of the programmes which have zero or less admissions since last 3 years and action plan for the further consideration in the meeting of Academic Council.

Action to be taken by:

To provide the details of admissions: Registrar

To prepare the list and action plan: IQAC

Agenda No. 18.4.c: To collect and analyse the feedback of stakeholders on curriculum for A.Y. 2023-2024.

Discussion & Resolution: The house was informed that the stakeholders' feedback on curriculum have been updated for the collection of responses in A.Y. 2023-2024.

The Director, IQAC mentioned that the google link of the feedback forms would be forwarded to all the respective colleges/schools (For Students & Teachers), Alumni Coordination Committee (For Alumni) and Placement Cell (For Employers) which will remain activated from 01 January, 2024 till 31st January, 2024.

It was recommended that all the concerned will ensure the collection of responses from the respective stakeholders and will submit the analysis report along with action plan to the IQAC on and before 15th February, 2024 for Stakeholder Feedback Annual Report.

It was suggested to IQAC to forward a format for the submission of analysis report and action plan to all the related sections.

Action to be taken by:

Google link of stakeholders' feedback forms: IQAC

Format for the submission of Analysis Report & Action plan: IQAC

*Collection and analysis of stakeholder's feedback forms: School/Colleges, Placement Cell,
Alumni Coordination Committee*

Agenda No. 5: Teaching Learning and Evaluation

Agenda No. 18.5.a: To enhance the enrollment percentage of the students in all programmes.

Discussion & Resolution: IQAC explained that there are many programmes where enrollment percentage is very low and need proper implementation strategies to resolve the same.

The Chairperson suggested that the Admission Committee will review the status of admissions across all the programmes and will submit the strategic plan towards the enhancement of admissions in forthcoming academic years.

Action to be taken by:

Submission of strategic Plan for enhancement of admissions: Admission Committee

Agenda No. 18.5.b: To increase the percentage of Faculty with Ph.D. and high experience across all disciplines.

Discussion & Resolution: It was informed that presently the percentage of Ph.D. faculty is not as per requirement and need consideration during the hiring of new faculty members.

The Chairperson recommended that during the recruitment process the HR Cell must give more emphasis to hire Ph.D. holder faculty members and also suggested to all HsOI/HsOD to encourage their non-Ph.D. faculty members to register in Ph.D. programme.

Action to be taken by:

Recruitment of Ph.D. holder faculty members: HR Cell

Encouragement of non-Ph.D. faculty members for registering in Ph.D. programme:

Dean/HsOI/HsOD

Agenda No. 18.5.c: To discuss about the strategies for enhancing the retention rate of faculty upto 90%.

Discussion & Resolution: IQAC presented that the retention rate of the faculty members in all the Schools/Colleges is very high. The Chairperson mentioned that there is need to give attention to enhance the retention rate of faculty members upto 90%.

IQAC suggested that an exit feedback could be taken from the faculty members leaving the organization to collect their points which could be deliberate for further improvement.

The Chairperson of the house suggested that IQAC will collect the feedback on issues and suggestive measures from all the Dean/HsOI/HsOD of all respective Schools/Colleges on this aspect which would be submitted further for necessary action.

Action to be taken by:

Collection of Feedback for Dean/HsOI/HsOD: IQAC

Agenda No. 18.5.d: To strengthen the mechanism for assessing the learning levels of the students (SP & AL).

Discussion & Resolution: The members were informed that every School/College have developed a mechanism for Slow Performers and Advanced Learners which is effectively in practice to initiate the special programs for students based on their performance.

It is recommended that this mechanism should continuously be in practice to ensure the effective outcomes in terms of students' performance.

Action to be taken by:

Implementation of SP & AL mechanism: Dean/HsOI/HsOD

Agenda No. 18.5.e: To introduce the monthly feedback process in mentoring process.

Discussion & Resolution: IQAC stated that Mentoring System is effectively being in practice at each School/College level. Regular mentor-mentee meetings are being conducted every week to identify and resolve the issues addressed by mentees.

Director, IQAC proposed to conduct a quarterly feedback form mentee on the mentoring mechanism so to ensure it's quality outcomes.

It was recommended that IQAC will develop a feedback form to collect the responses from Mentee quarterly and the compiled report would be submitted further for necessary action taken.

Action to be taken by:

Developing Feedback form and collection of feedback: IQAC

Agenda No. 18.5.f: To appraise the status of ICT used by faculty members to enhance the learning experiences of the students.

Discussion & Resolution: IQAC presented that the faculty members are using ICT tools and methods in classroom teaching but there is need to explore more online platforms through which the formative assessment, sharing of information, interaction with the students at one click

The Chairperson of the house recommended to all Deans/HsOI/HsOD to encourage their faculty members to adopt the blended teaching with technology integration. It was further suggested to organize few training programs for the faculty members on the concept of Blended Learning.

Action to be taken by:

To encourage the faculty members on the use of ICT: Dean/HsOI/HsOD

Training of Faculty Members on ICT: IQAC

Agenda No. 18.6: Research, Innovation and Extension.

Agenda No. 18.6.a: To appraise the status of seedmoney projects taken by faculty members.

Discussion & Resolution: IQAC informed the members that every year the university provides seedmoney to the selected projects submitted by faculty members to establish the research culture and maximize the research outcome.

The Chairperson suggested that Deans/HsOI/HsOD should encourage research mindset faculty members to submit the seedmoney projects to seek for intramural support. It was also suggested that more emphasis must be given to publish the research outcome of the studies in UGC CARE/SCOPUS/PUBMED databases.

Action to be taken by:

Encouragement of faculty members for submitting seed projects: Dean/HsOI/HsOD

Publish seed projects research outcomes: All Faculty Members

Agenda No. 18.6.b: To increase the research publication/Books/Chapters/IPRs/Consultancy Projects recognizing faculty members for their research achievements.

Discussion & Resolution: The status of research projects research publication/ Books/ Chapters/ IPRs/Consultancy Projects was presented during the meeting. It was also mentioned that university has well defined research policy and various incentives schemes to support and recognize the research contributions of faculty members.

The Chairperson recommended that all the Dean/HsOI/HsOD should take extra efforts to increase the research outcomes of their respective Schools/College

Action to be taken by: Dean/HsOI/HsOD

Agenda No. 18.6.c: To initiate the efforts towards taking up the extramural financial grants.

Discussion & Resolution: It was mentioned that the number of research projects with extramural funds are limited and it was suggested to Research and Development Cell to take sincere efforts and also encourage the faculty members for developing and submitting the research projects to the external funding agencies.

Action to be taken by: Director Research and Research & Development Cell

Agenda No. 18.6.d: To encourage the faculty members for developing more quality E-content and videos for Institutional LMS and other online platforms.

Discussion & Resolution: It was discussed that the quality of e-content/courses developed by faculty members need to be improved and to be uploaded on Institutional LMS and other online learning platforms.

The Chairperson suggested that the Dean/HsOI/HsOD must identify few faculty members of their respective School/College which could be properly trained to develop the e-content/courses so it could be submitted to SWAYAM-NEPTEL, PG Pathshala and other MOOC platforms.

Action to be taken by:

Identification of faculty members to design and develop the e-content/course:

Dean/HsOI/HsOD

Agenda No. 18.6.e: To review the status of functional linkages with the industry and institutions and also activate the already existing MoUs.

Discussion & Resolution: IQAC informed the house that the number activities under the signed MoUs with institutions and industries are very limited and need more efforts to make all MoUs functional.

It was recommended that MoU Incharge/Committee should take initiative to prepare the proper strategy to coordinate with the partner industry or institution for organizing activities as per the objectives of MoUs.

Action to be taken by: MOUs Incharge/Committee

Agenda No. 18.6.e: To enhance the no. of extension and outreach activities focusing the issues and challenges faced by surrounding community.

Discussion & Resolution: The number extension and outreach activities are very few and same issues are being repeated by each School/College. It was discussed that these activities must focus on the issues and challenges faced by surrounding communities.

It was recommended that there is need to identify and list the areas on which the emphasis could be given while organizing any extension and outreach activities. It was further mentioned that University Social Responsibility Cell will initiate this and monitor the activities respective documents also.

Action to be taken by: University Social Responsibility Cell (USRC)

Agenda No. 7: Infrastructure and Learning Resources

Agenda No. 18.7.a: To monitor the infrastructure facilities at regular intervals by the concerned committee.

Discussion & Resolution: It was directed to maintenance committee to maintain and update the maintenance record of all the sections accordingly.

Action to be taken by: Administrative Officer

Agenda No. 18.7.b: To appraise the library footfalls and use of subscribed databases.

Discussion & Resolution: The details on the use of library resources were presented by the Mr. Sandeep Sharma, Chief librarian. It was recommended to submit a brief summary of library footfalls (Students & Teachers) as well as online subscribed databases so the further strategies could be developed towards enhancement.

Action to be taken by: Chief Librarian

Agenda No. 8: Student Support and Progression

Agenda No. 18.8.a: To appraise the status and quality of activities organized for students to enhance their skill for getting career opportunities as well as appear in competitive examinations.

Discussion & Resolution: It was informed that all the Schools/Colleges are organizing several student centric activities to enhance their soft skill, professional skill and competitive skill but the no. of activities and students getting benefitted under these programs are less which needs vital emphasis.

It was recommended that more career enhancement activities *i.e. special sessions, guest lectures, interactive session, brain storming sessions, Group discussions, grooming sessions etc.* focusing the need of emerging industries to be organized by the respective Schools/Colleges in collaboration with training and placement cell so the maximum students could be benefitted as per the required skill set.

It was also mentioned that respective Schools/Colleges will plan to organize summer classes for the students who are interested to appear in competitive examinations.

Action to be taken by: Dean/HsOI/HsOD

Agenda No. 18.8.b: To organize the sports and cultural events at District and National level sponsored by Govt. or Non-government organization.

Discussion & Resolution: It was informed that Department of Physical Education is taking efforts to organize sports events at District and National level sponsored by Govt. or Non-government organization.

It was recommended to the Cultural Committee to initiate on the same path.

Action to be taken by:

Organizing Sports activities: Sports Committee

Organizing Cultural activities: Cultural Committee

Agenda No. 18.8.c: To outline the strategies for improvement in placement and progression of outgoing students.

Discussion & Resolution: The status of the placement and progression was reviewed and it was mentioned that the Placement Officer will submit the strategies to enhance the placement of outgoing students and all the Dean/HsOI/HsOD will manage the database of the progression of the outgoing students accordingly for the further record of IQAC.

Action to be taken by:

Placement Enhancement Strategy: Placement officer

Progression Data management: Dean/HsOI/HsOD

Agenda No. 18.8.d: To increase the activities of student clubs.

Discussion & Resolution: The status of University Student Clubs and their activities were presented during the meeting.

It was suggested to Prof. (Dr.) Mukta Sharma, Overall incharge of the Student Clubs to schedule a calendar of student club activities in the starting of academic year and maintain the activities database accordingly to represent it under University social media page as well as in Annual report of University.

Action to be taken by: Prof. (Dr.) Mukta Sharma, Overall Incharge, Student Clubs

Agenda No. 18.8.e: To strengthen the engagement of student council.

Discussion & Resolution: The status of University Student Council and their engagements in various activities were presented during the meeting.

It was recommended to Prof. (Dr.) Neeraj Sharma, Dean Student Welfare to coordinate with the members of Student Council and maximize their involvement in the activities organized by the different sections of the university.

Action to be taken by: Prof. (Dr.) Neeraj Sharma, Dean Student Welfare

Agenda No. 18.8.f: To discuss about the contribution and engagement of the Alumni in University.

Discussion & Resolution: The Alumni Coordination committee presented the status of Alumni engagement activities in the University.

The Chairperson suggested to Alumni coordination committee to initiate and maximize the alumni engagement activities focusing student placement, student exchange, internship, and donation in kind or cash, donation of books/journals or any other items etc.

Action to be taken by: Alumni Coordination Committee

Agenda No. 9: Governance, Leadership and Management

Agenda No. 18.9.a: To plan the calendar for the meeting of statutory bodies as well as various university committees.

Discussion & Resolution: The practice has been initiated by Registrar. It was recommended that all the Deans/HsOI/HsOD/Committee Incharges must follow the given schedule to organize their meetings so the agenda could be sent to AC/EC for necessary approval.

Action to be taken by: Dean/HsOI/HsOD and University Committee Chairpersons

Agenda No. 18.9.b: To finalize the formats for the activities database.

Discussion & Resolution: IQAC have mentioned that the variations have been recorded within the activities database submitted by the respective Schools/Colleges/Units for SSR. IQAC addressed that there is need to develop a uniform format for the record and further submission of activities database.

The Chairperson stated that a format was circulated to record the pre-activities and post activities data of the activities from all the respective Schools/Colleges. It was recommended to all the Deans/HsOI/HsOD/Committee Incharges to follow the format and ensure that documents i.e. Brochure, Notice, Pre-activity Report, Post-activity Report, Colored Geotagged Pictures, Attendance List, Sample 4-5 Certificates, Feedback of Participants, News release (if any).

Action to be taken by: Dean/HsOI/HsOD and University Committee Chairpersons

Agenda No. 18.9.c: To organize the activities on quality issues by the IQAC in association with Schools/Colleges and outside agencies.

Discussion & Resolution: It was discussed that all the Schools/Colleges will collaborate with IQAC while organizing the programmes such as FDP, workshop, seminar, training programs on quality aspects and also will associate with outside agencies as well.

Action to be taken by: Dean/HsOI/HsOD and IQAC

Agenda No. 10: Institutional Values and Best Practices

Agenda No. 18.10.a: To organize the regular activities focusing contemporary issues involving students, faculty and staff members.

Discussion & Resolution: It was discussed and recommended that all the Schools/College will identify the key contemporary issues and focus the activities attaining the maximum participation of the students, teachers and non-teaching staff members accordingly.

Action to be taken by: Dean/HsOI/HsOD

Agenda No. 18.10.b: To identify and institutionalized the best practices for each school/college and administrative sections.

Discussion & Resolution: It was discussed and recommended that all the Schools/College/administrative units will identify the benchmarks of improvements where they can adopt the best practices to improve their performance in upcoming years with continuous and constant initiatives.

It was also mentioned that IQAC will collect the information on the best practices adopted by the respective sections so to analyses the growth pattern and further suggestion for scope of enhancement of outcomes.

Action to be taken by: Dean/HsOI/HsOD

Agenda No. 11: Any other point for discussion with the permission of Chair.

a. Visit of the School/ Departments/ Administrative Units

Discussion & Resolution: The Chairperson directed to all the Deans/HsOI/HsOD/incharges of committees and administrative units that all the School/Departments/Administrative Units must get ready for the upcoming NAAC inspection and maintain all the documents accordingly. It was

also suggested to review the academic and administrative infrastructure facilities so it could be upgraded timely.

Action to be taken by: Deans/HsOI/HsOD/incharges of committees and administrative units


Director, IQAC



Chairperson, IQAC
Vice Chancellor
IIMT University, Meerut, U.P.

Copy to:

1. Hon'ble Vice Chancellor
2. All the Members of IQAC
3. Dean Research
4. Training Officer
5. Placement Officer
6. Dean Student Welfare